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**AIR FORCE PENTAGON COMMUNICATIONS
AGENCY**

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1. Mission. The Air Force Pentagon Communications Agency (AFPCA) is a field operating agency (FOA) reporting to the Headquarters United States Air Force Deputy Chief of Staff (DCS) for Communications and Information (HQ USAF/SC). AFPCA's mission is to provide communications and information systems and services for the Office of the Secretary of Defense (OSD), the Office of the Joint Chiefs of Staff (JCS), the National Military Command Center (NMCC), Headquarters United States Air Force (HQ USAF), and other organizations and command centers within the National Capital Region (NCR), as directed by HQ USAF. In addition, it develops management information systems for OSD and HQ USAF to prepare and submit the President's Budget. It creates decision support tools for senior Department of Defense (DoD) officials to evaluate events worldwide and respond to crises. AFPCA is also the executive agent for the NMCC.

2. Command. The AFPCA Commander:

2.1. Reports directly to HQ USAF/SC.

2.2. Provides leadership to manage, direct, and control the functions and activities necessary to satisfy OSD, JCS, NMCC, and HQ USAF systems requirements.

2.3. Interprets and implements communications and information services policy.

2.4. Is responsible for AFPCA's relationship to other commands and agencies. Direct communications are authorized between the AFPCA Commander and staff and all official federal government and private sector agencies when related to tasks for which AFPCA is assigned responsibility.

3. Responsibilities. AFPCA:

3.1. The Mission Support Directorate (AFPCA/MS) provides a one-stop office for military and civilian personnel and training services for all AFPCA-assigned members. Formulates internal personnel and manpower policies and programs; advises the commander on all matters concerning military and

civilian personnel; manages the civilian appraisal system and unit training programs; and directs the unit's public affairs and history programs.

3.2. The Security Directorate (AFPCA/SR) provides security program management for four primary security disciplines: force protection (personnel, industrial, physical and information security), communications security, system security requirements (responsible for maintaining the accreditation and certification of computer systems), and information security. The directorate is also the liaison for the Air Force Computer Emergency Response Team and provides computer security support to HQ USAF and other federal level agencies in the NCR.

3.3. The Air Staff Systems Directorate (AFPCA/GA) plans, designs, develops, implements, and maintains computer-based models, management information systems, and other automated data systems supporting the planning, programming, and budgeting system (PPBS) for HQ USAF and related organizations. The directorate also supports the Global Command and Control System, the Air Force Command and Control Network, and the Joint Staff's "C4I for the Warrior" concept for war planning and execution. It also provides limited software engineering support for non-PPBS requirements to customers.

3.4. The Office of the Secretary of Defense Systems Directorate (AFPCA/GN) plans, analyzes, designs, develops, tests, implements, maintains, and monitors computer-based interactive information systems and decision support applications that support resource analysis and analyses of strategic, general purpose, and regional programs for the Secretary of Defense and his staff. The directorate also manages and maintains local area networks and remote computer facilities for OSD components.

3.5. The Plans and Programs Directorate (AFPCA/XR) provides a customer-focused, professional team dedicated to define, design, acquire, and implement all customer requirements for new information technology (IT) capabilities for HQ USAF throughout the NCR. Its main functions include: strategic architecture planning, Future Years Infrastructure Plan for Computer-Communications Services Board, administrative telephone and allied wireless services, implementation of approximately 3,283 new IT requirements each year, and program management of downward directed programs.

3.6. The Command and Control Systems Directorate (AFPCA/CO) installs and maintains unique systems for the NMCC, the OSD Crisis Coordination Center, National Airborne Operations Center, and Air Force Operations Support Center to include secure telephone, fax, radio, video, and emergency action dissemination systems. It also provides and supports secure equipment in the quarters of senior DoD officials and provides and manages ground entry point and trip support for the Secretary of Defense and the Chairman, JCS and other executives, as directed. It supports the inventory, accountability, and repair of HQ USAF small computer systems, and connects small computers to each other, to other DoD installations, and to HQ USAF mainframe computer systems via the HQ USAF local area network.

3.7. The Executive Travel Communications Directorate (AFPCA/ET) provides communications support to the Secretary of Defense; Deputy Secretary of Defense; Chairman and Vice Chairman, JCS; Chief of Staff of the Air Force; Vice Chief of Staff of the Air Force; and the FBI Director during all travels.

3.8. The Financial Management Directorate (AFPCA/FM) provides financial management, analysis, and oversight for all planning, programming, budgeting and execution actions; develops and defends manpower requirements; and coordinates maintenance of agency support agreements. It manages the agency's financial resources, develops budget estimate submission inputs, monitors expenditures, is

primary financial advisor to the AFPCA commander, and serves as focal point to outside agencies for AFPCA financial matters. It develops, delivers, and defends the HQ USAF/SC Program Objective Memorandum submission, develops and implements procedures for customer information technology services payment/reimbursement and develops and staffs all memoranda of agreement.

3.9. The Office Automation Directorate (AFPCA/OA) is in charge of the Headquarters Air Force (HAF) Helpdesk. It provides various levels of support in the areas of desktop, servers, and E-mail to HQ USAF and other agencies throughout the NCR. It is responsible for the installation, maintenance, and troubleshooting of all hardware and software; performs system administration and user account maintenance on all servers; and ensures file, print, and world wide web services. This directorate also performs the system administration of all E-mail servers and is responsible for user account management and the troubleshooting of all E-mail issues.

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